

TECS Summer Camps

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Job Title: Camp Monitor: Activity Instructor and Group Leader (and specialist monitors: Golf, Nurse Monitor, Lifeguard, Sailing, Horse Riding, Music+Dance, TEFL Monitor, Admin Specialists and Water and Adventure Sports)

Responsible to: Activity Coordinator and TEFL Coordinator and at times Assistant Director and Camp Director (Specialists to Specialist Coordinator for sport time).

Responsible for: groups of around 12 children.



Camp Monitor: Activity Instructor and Group Leader

1. To ensure TECS campers have the best possible experience in all areas of camp life.
2. To ensure the safety and welfare of the campers at all times.
3. To represent the camp and TECS positively at all times.
4. Motivate and inspire the campers to use and learn the most English on camp possible.

Job Outline/ Job Tasks

PROGRAMME

1. Reading the camp manuals, <http://www.tecs.es/employment/>, and familiarising yourself with all areas of camp before arrival.
2. Ensure the effective supervision and safety of the campers.
3. Run the morning routine for the assigned leader group.
4. Eat breakfast, lunch and dinner with the assigned leader group, ensuring proper table control, manners and that each child eats sufficiently.
5. Actively supervise campers during sand pit time, chill out time and zone time.
6. Be in charge of planning and running Arts and Crafts or Project sessions, ensuring quality of activity and that children exercise respectful behaviour at all times.
7. Run the sports sessions in the assigned area.
8. Supervise showers as assigned.
9. Actively supervise and participate in the evening activities as assigned.
10. Run the putting to bed routine for the assigned leader group.
11. On five out seven nights per week, sleep in the same sleeping area as the campers, ensuring behaviour control and welfare support as needed.
12. On a rota basis, act as night watch guards, controlling children and being the on duty responsible in case of problems.

GENERAL LEADER RESPONSIBILITIES

1. Monitor the behaviour and progress of the campers in the allocated group in the recreational activities and take action to resolve any problems and, where

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- necessary, liaise with the Camp Coordinators and Welfare Coordinators on matters connected to discipline and/or welfare.
2. Supervise and ensure the safety of the assigned leader group on one of the excursions held at the weekend.
 3. Familiarise yourself thoroughly with the physical environment and organisation of the camp
 4. Participate in regular meetings held with the Coordinators and Directors before and during the camp.
 5. Carry out the assigned responsibilities on Arrivals and Departures days and carryout assigned camp site set up duties before and after these days.
 6. At times, carryout assigned office/admin tasks.
 7. As needed, assist with the tidy up of camp at the weekends. This would involve tasks like making beds and basic cleaning and general organisation of the camp facilities. On Arrivals and Departures days all staff members are assigned to camp site set up duties before and after these days. These are hectic days were staff pull together to complete the various jobs that need to be done. These jobs may include litter picks, posting or taking down signs, helping with camp setup or rearranging of materials, orientating parents and campers, or helping with the final tidy up and maintenance/cleaning jobs.
 8. Ensure the campers respect all camp facilities and equipment and at all times be responsible for ensuring the campers uphold the camp rules and regulations.
 9. Uphold all areas of the staff code of conduct as outlined in the conditions of contract sheet and be an example to fellow staff of correct work conduct and attitude at all times.
 10. Carry out all tasks asked of you by the members of the TECS management team, professionally and thoroughly.
 11. Must wear uniform continuously, red TECS polo on arrivals, departures and excursions and blue or white TECS t-shirts at all other times.

AN OVERVIEW BY CAMP

- **Family Camp**: Monitors in Family Camp are responsible for running on-site sports sessions such as uni-hockey, football, Gaelic football, and swimming/water aerobics, etc. The campers enjoy a variety of activities throughout their sports sessions and the monitors have a chance to lead something different everyday.
- **Sport Camp**: Monitors in Sport Camp are all specialists. Please see below for specifics on the specialists.
- **Little Village**: Little Village is the only camp where in non activity moments (i.e. social ones) where we enforce the constant use of English in conversation between campers (in our other camps we enforce it in conversations with staff but not between campers). Therefore all LV monitors are expected to play a much stronger, and efficient, role than in other camps in the constant 24/7 enforcement of English which will at times no doubt be an extra strain. They will also lead sports sessions similar to those in Family Camp; they are not considered "specialist" monitors.
- **Adventure Camp**: Adventure Camp monitors possess special talents or abilities to lead the 'Be the best' project session in the afternoon (i.e. Judo, juggling, break dance, wood carving, etc.), but they are not considered "specialist" monitors.

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SPECIALISTS

General Notes for all specialist positions

- There are three main types of specialist monitors:
 - “On site specialists” refers to specialists who run activities which take place on TECS camp grounds. These specialists normally run their specialist area independently and do sometimes also just help out as normal sports monitors.
 - “Off site specialists” refers to specialists who organise and look after TECS campers who get sent to activities which are run by collaborating companies. These specialists principal role is to look after our campers and participate in the activity with them but they are not responsible for the instruction of it (although they must help out).
- Instead of running normal sports sessions, specialist staff run activities relevant to the name of their job title. Unless stated differently in the notes below, Specialist Staff would also have all the normal responsibilities of Monitors (excepting sports sessions as mentioned).
- All specialist staff will also often have the extra responsibility on arrivals and departures days of accompanying children on their journey to or from camp. This will usually involve going with the children on a bus to a nearby city, like Seville or Cordoba but may also involve going in a taxi to local stations. This may affect your time off as usually these transfers are early in the morning, you will be given your free time but it may differ from the other monitors.
- All specialists must have a keen interest in the specific activity and be able to participate competently. However, no formal qualification in instruction is required as the main instruction is provided by the contracted company for all off site activities and for on site activities full training is provided. All applicants must be able to motivate the campers to participate in the activity.

Notes for on site Specialists

ADVENTURE SPECIALIST

The Adventure Specialist is in charge of running the adventure activities (abseiling, archery and climbing) on camp during the sports sessions. This involves the following:

1. Maintaining the safety of the equipment at all times.
2. Setting up and taking down the equipment prior to/and after the sessions.
3. Running all sessions in a safe enjoyable way at all times.
4. Running competitions and ensuring that awards are given out to campers who perform well.

- **Requirements: Qualifications or Experience**

The Adventure Specialist must have experience in carrying out the adventure activities, archery, abseiling and climbing. Formal qualification in instructing these activities is not required, but will be looked upon favourable, as training will be provided. The Adventure Specialist must fully understand all the safety elements of running these sessions, as safety must be the priority in all the adventure activities. This position is ideal for applicants wishing to work in the adventure sports’ industry.

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NURSE MONITOR

During sports sessions the nurse monitor covers for the nurse during her time off. The nurse monitor will also cover for the nurse during some nights.

1. Attend to sick students, giving solutions and recommendations on what action is to be taken.
2. Maintain updated all medicinal administration procedures.
3. Provide psychological support and general welfare.
4. Assist the nurse with any medical issues concerning staff members.
5. Be responsible for giving out any medicines that need to be taken during this time.
6. Report to Camp Directors, Camp Coordinators and Nurse on any issues-problems.

- **Requirements: Qualifications or Experience**

In this position, we are looking for someone to cover for the nurse during the sports sessions and on some evenings but not to take on the full responsibilities of being the Camp Nurse. Therefore the applicant should currently be in the progress of studying nursing at university/college but need not have full nursing qualifications (although any applicants who do will obviously be looked upon favourable). This position is perfect for applicants wishing to combine working with children and basic nurse work experience.

- **Specific information per camp**

- In **Star Camp**, the nurse monitor will also double as another specialist monitor such as Water Sports or Golf. Therefore, they will participate in afternoon sports sessions, but be available throughout the day for any medical issues.
- In camps without a permanent on-site nurse (Little Village, Star Camp and Sports Camp), the nurse monitors will have the opportunity to earn a higher bonus to compensate the added responsibility (see below). However, the camps will have the support of a nurse that will visit the camps on a frequent basis.

MUSIC +DANCE SPECIALIST

During the sports sessions the Music and Dance Specialist runs a Music and Dance class for a groups of campers of different ages. The responsibilities include:

1. Updating and planning a music and dance programme during the training week.
2. Setting up and packing away the equipment prior to/and after the sessions.
3. Running all the sessions in a professional and imaginative way.
4. Preparing some groups to perform a music or dance performance in front of all the campers.
5. Monitoring the progress of the participants and ensuring that improvement in the taught skills takes place.
6. Communicating problems with the Specialist Coordinator.

- **Requirements: Qualifications or Experience**

The Music Specialist must have a keen interest in Music and Dance. They should have previous experience in undertaking these activities in a work or social situation. They must be quality orientated as maintaining the standard of the classes is their principal responsibility. They must also be imaginative with a desire to put their ideas into practice.

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ADMIN SPECIALISTS

The administration specialist is involved in camp as a monitor but during the sports session goes to the camp office to help out with various administration tasks; i.e. computer based work, helping organise excursions and doing inventories. They also do site check ups and record pertinent information on control sheets.

They should be a person who is interested in gaining experience in office based work but without the formalities of a normal office. This position is ideal for less sporty monitors and also offers monitors a small welcome break from the constant supervision of the campers.

TEFL MONITOR

TEFL Monitors, one for each age group on each camp, cover as TEFL teachers once or twice a week for the TEFL Coordinators of each age group. TEFL Monitors would also cover classes for other teachers in case of sickness or other situations. On these days they follow the time off of TEFL teachers but at all other times act as normal monitors. These responsibilities involve:

1. Teaching up to 4 hours of English as a Foreign Language to an allocated group of around 10-12 children. (The age and level of the group will be determined before the Camp and communicated to you to assist in your planning.)
2. Plan and organise above mentioned classes, doing as much planning as you can before coming to camp.
3. Monitor the progress of the students and keep a record of progress.
4. Report back to the relevant teacher on class progress.
5. TEFL Monitors in Sport Camp will provide extra support to the TEFL Coordinator in lieu of participating in afternoon sports.
6. TEFL Monitors in Star Camp will double up with another activity such as Water Sports or Golf.

• Requirements: Qualifications or Experience

For this position applicants must have a full TEFL qualification but need not have any previous experience teaching. They should have all the skills of normal monitors. This is the perfect position for young teachers looking for their first break into the TEFL world.

“Off Site” Specialists:

The specialists that are listed below are required to go off site with campers and as a result they have extra responsibilities that they have to follow;

1. Recording the number of campers going to the activity.
2. Controlling the sending off and coming back of all the campers, ensuring the safe and organised loading of buses.
3. Participating in the activity and constantly speaking English to the campers to ensure their English exposure.
4. As required running small parts of the activity.
5. Quality control of the activity, giving regular feedback to your Ast. Director about how you think the programme is being run by the contracted supplier.

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SAILING, HORSE RIDING, TENNIS and GOLF SPECIALISTS

The Sailing, Horse Riding, Tennis and Golf Specialists are in charge of ensuring the safety of our campers while they are off site. During the sports session the specialist will be assigned as the monitor who goes off site with the sailors, horse riders, tennis, and golf campers.

SUPER GOLF SPECIALISTS

The Golf Specialists is in charge of ensuring the safety of our campers while they are off site. This position is a little different to the other specialists as the activity takes place in the morning. Campers take golf lessons through English instead of participating in the assigned English classes. This position's assigned time off will be in the afternoon like the teachers.

WATER SPORTS SPECIALISTS

The water sports specialists are in charge of ensuring the safety of all our campers who participate in various water sport activities. They may be involved in only one activity such as surfing or they may be involved in various activities. It is essential that you can swim and that you have an interest in water sports but it's not necessary that you have any specific water sports qualifications.

SUPERCOOL SPECIALIST

The supercool specialist is in charge of ensuring the safety of all campers who participate in this programme which involves water sports activities as well as paintball and quads. You should be confident in the water and have some interest in various water sports.

LIFEGUARD SPECIALIST

During the sports sessions the Lifeguard Specialist will be responsible for the safety of our campers using the pool. They will have to ensure that the area around the pool is a safe area for all using it and enforce the rules of the pool and also at times control entry to the pool.

- **Requirements: Qualifications or Experience**

For this position applicants must have a lifeguard qualification with basic First Aid although previous experience isn't necessary. They should have all the skills of normal monitors.

Job Review and Performance Management

For all monitor positions, regular feedback will be provided from the Activity Coordinator, Specialist Coordinator (for specialist responsibilities) and TEFL Coordinator about job performance and objectives. Also the Activity Coordinator and/or the TEFL Coordinator will be available at any time to discuss concerns or problems that may occur, or to offer support in situations when help is deemed necessary. One to one meetings can also be arranged with the Camp Director and/or Assistant Director at any time.

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PERSONAL SPECIFICATION

EXPERIENCE

1. Experience of working with children in previous employment.
2. Preferred summer camp experience, but not essential.
3. Experience of organising activities for small groups of children and preferred experience of working with foreign language children.
4. Experience of working in a fast moving environment where stress levels can at times be very high.
5. Experience for Specialist Positions: as mentioned below the job profile notes above.

QUALIFICATIONS/ REQUIREMENTS

1. A Level or Higher qualifications or another nation's equivalent. Applicants with special: Arts and Crafts, Music or Sporting qualifications will be looked upon favourably.
2. Any Camp Monitor must be 19 years of age before the starting date of contract (applicants under 19 should apply to the Assistant Monitor post).

KNOWLEDGE/SKILLS

1. First class interpersonal skills with ability to control children in a motivational and fair way, which enables campers to integrate into the English environment smoothly and encourages them to speak English.
2. The ability to manage continually conflicting priorities in a high pressured environment.
3. High energy levels and a young but responsible mature outlook on life and work.
4. A positive attitude and ability to put yourself in other's shoes, in order to work effectively as a key part of a large diverse team.
5. Adaptability and ability to think on the spot in what can be at times a highly unpredictable and spontaneous environment.

OVERVIEW

Perspective candidates should have experience working with children and possess leadership qualities and a desire to work within the dynamics of a camp environment. They should also desire to build upon existing skills working with children. Candidates should be young, or young at heart, and be full of imagination and energy, in order to meet the extraordinary demands of camp work. Candidates should desire to work with foreign language children and those candidates who can display an interest in working in this line of work in the future will be looked upon favourable.

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BENEFITS OF WORKING ON A TECS SUMMER CAMP

- ★ Ambience of summer camp environment- team work and spirit!
- ★ Fulfilment of working with kids and of managing people in that environment.
- ★ Professional and personal development
- ★ Friends from around the world.
- ★ Sun and fun!

TECS PROVIDES:

- ★ Staff uniform- enough so you won't have to rewash them yourself!
- ★ Staff events- weekend trips, sport and game competitions during camp.
- ★ Management Bonding Meal at before camp starts and reward meal at end of summer.
- ★ Staff final meal – these are big things and for many staff the highlight of the summer so **DON'T LEAVE CAMP UNTIL THE DAY AFTER WORK FINISHES.**
- ★ Knowledgeable year round central office management. The top management were ALL once staff members and mid-management themselves at one point.
- ★ Supportive management structure.
- ★ Guiding hand on the rewarding path to professional development and personal development.

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STATEMENT OF WRITTEN PARTICULARS

GENERAL

- Commencement of Work: Arrival on the 28th of June 2010 (12-22.00)
Training Week and camp preparation June 29th – July 3rd
Camp work starts the 4th of July 2010

- Finish of Work: (all at end of stated day)
 - CAMPS SPORT/ LITTLE VILLAGE/ ADVENTURE (1) 31st of July 2010
 - FAMILY (Puerto) (2) 28th of August 2010

(There will be an end of camp dinner and party for Sport Camp, Little Village and Adventure Camp on the night of the 31st July and in Family Camp on the 28th August. Staff are permitted to sleep on site on the 31st in Sport Camp, Little Village and Adventure Camp but must leave before 12noon on the 1st. In Family Camp staff are permitted to stay on site on the 28th and 29th but must leave on the 30th before 12 noon.)

- Location of Central Office: TECS Summer Camp (El Centro Inglés)
Ctra. De Fuentebravia, Km 1 Apdo.
Correos 85
11500 EL PUERTO DE SANTA MARÍA
Cadiz (Province)
Tel: 956 853 000
Fax: 956 860 553
Email: tecscamp@tecs.es
Web: www.tecs.es

Position: Camp Monitor: Activity Instructor and Group Leader

- Wage: for above stated contract length
 - CAMPS SPORT/LITTLE VILLAGE/ADVENTURE(1) 550€
 - FAMILY CAMP(2) 1100€

- Specialist positions are available for 4 weeks in Sport, Adventure and Little Village and 8 weeks in Family Camp. For 4 week contracts the set pay is **600€** with a bonus of up to **50€** if the job is performed above the required level. For 8 weeks the pay is **1200€**, with a bonus of up to **100€** if the job is performed above the required level.

- The pay for TEFL Monitors is for (1) **650€** and (2) **1300€**

- Nurse Monitors in Little Village, Sport Camp and Star have the opportunity to earn a **100€** bonus.

- The Music+Dance and Basketball Specialists in FC will earn up to a **200€** bonus if the special programs are run to an excellent level. No other bonus will be applicable.

- (Pay for one month in Family Camp is 550€ Staff working in August only are required to arrive on the 28th of July. They will shadow a staff member 29th-30th of July to and then start work on the 1st of August).

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EXTRA CONDITIONS: Accommodation and food are included in the conditions. Accommodation will be provided throughout the contract length and all meals provided during the duration of camp. TECS believes in professional development and for that reason extensive training is given to all our staff who will be as well trained as is possible for the taking on of all their responsibilities.

HOURS OF WORK:

Camp work is very demanding and all candidates should recognise that this job is anything but 9-5 living, with long hours needing to be put in by all camp staff. Depending on the assigned age group, time off during the day will be between 3 and 4 hours. Each monitor will also have one week evening (from end of evening entertainment) and the morning after off and one full day off at the weekend. Also at times, extra bonus time off will be assigned to those staff working hard and maintaining positive attitudes.

PRE-INTERVIEW READING FOR A MONITOR

Any candidate that is asked to do an interview for any TECS position will be asked to do some pre-interview reading. The reason for this is to allow the candidate to be as fully informed about the position as possible allowing them to display this knowledge gained about the position during the interview and also, perhaps more importantly for the candidate, allow them to check the position is really right for them (not all of us suit summer camp work!).

All manuals can be accessed at www.tecs.es/employment in the log in box in the right hand corner. If you were invited to do an interview, you would receive the log in and password in the interview email.

A Monitor candidate is required to read the following prior to an interview¹:

- General Manual (review all and read chapter 4 in detail)
- Sports + Games Manual (review all)
- Evening Entertainment Manual (review all)

READING IN EVENT OF A CONTRACT OFFER

Any person contracted as a Monitor is required to read all the following manuals before coming to camp:

- General Manual (all in detail)
- Evening Entertainment Manual (general notes in detail and review individual event write ups)
- Arts and Crafts (general notes in detail and review individual A+C activities write ups)
- Sports + Games Manual (general notes in detail and review individual Sports activities write ups)

¹ All manuals are updated with the 2010 versions in May of 2010. For the purposes of pre interview reading and reading in even of a contract offer, the 2009 versions are the manuals you should read.